

Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:**

Agriculture and Consumer Services 301

2. **Database Title:** db1.mdb

3. **Database Acronym:** N/A

4. **Point of Contact:** Office of

Plant and Pest Services

5. **Phone Number:** 804-786-3515 4-27-00

6. **Signature & Date:** *Claudia Ballabio*

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The database, db1.mdb, is a record of all diagnostic work done in the plant pathology lab. Included are plant disease diagnostic records, and plant and arthropod identification records. There are no known restrictions to public access.

Note: *Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.*

8. **Date of Last Update:** April 26, 2000

9. **Frequency of Update:** ___ Daily, ___ Weekly, ___ Monthly, Other: As needed

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. Format

One paper hardcopy of the db1.mdb database will be provided at no cost

Additional copies of the db1.mdb database

Microsoft Access 97 (3.5inch diskette)

b. Cost

No charge

\$0.02/page plus personnel time for each additional hardcopy of the db1.mdb database

No charge for the diskette

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000 (Attn: Mary Clark). (January 2000).